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## Media Management

### I. Purpose:

The purpose of this procedure is to document the media produced by the ADaM, AERI, AERI-MADS, MMCR, and to document how to manage it. For detailed instructions on shipping the data media, see Attachment 1 and *TWP Shipping/Inventory — PRO(OPS)-033*.

### II. Cautions and Hazards:

- None.

### III. Requirements:

- None.

### IV. Procedure:

#### A. ADaM:

1. Produces four tapes every seven days.
  - Two Raw Tapes
  - Two Processed Tapes
2. Management Process:
  - Send one raw and one processed to PNNL.

#### B. AERI (Nauru only):

1. Produces one tape every seven days.
2. Mail tape to PNNL.

#### C. AERI-MADS (Nauru only):

1. Produces one tape every seven days.
2. Store tape in the site Archive Drawer in the I-Van.

#### D. MMCR:

1. Produces one tape every month.
2. Send tape to PNNL.

### V. References:

1. "TWP Shipping/Inventory." PRO(OPS)-003.

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## VI. Attachments:

1. HD Shipping Overview.

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## **Attachment 1: HD Shipping Overview (notes from Monty Apple)**

Operationally, here is how the disks move for the TWP sites:

1. Full data disks are shipped directly from TWP sites to PNNL for downloading of data at DMF. Disks are then reformatted (data removed).
2. The empty disks are sent from PNNL to SGP for return to TWP sites. This is done for several reasons:
  - a) One central point for shipments to TWP sites where all pertinent shipping/inventory information is obtained and it is in this process that LANL Customs and Property personnel get involved.
  - b) Consolidation saves on shipping costs. Small items are consolidated with other small items and are fit into a larger box.
  - c) Equipment protection & packaging size. Equipment is packed in our properly sized and cushioned shipping boxes. Eliminates oversized boxes and improper packing.

We need to ship out all equipment leaving the country through our forwarding agent who then communicates the Airwaybill, LANL Customs papers, and shipment cover letter to the proper authorities in each country. This procedure is very important and it begins at SGP.